

Job Description

Job title: Water Polo Secretary

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1. To provide monthly reports to the Executive covering any Water Polo activities the club is involved in.
2. Liaise with the Membership Secretary and Registration Secretary to ensure all Water Polo members are correctly recorded and registered as club members and also correctly registered with the ASA.
3. Liaise with the Treasurer with regards to expenses incurred by any Water Polo activities within the club (ie League Registration fees).
4. To promote Water Polo activities within the club and also promote club activities within the Water Polo section.
5. Liaise with the Trophy Secretary regarding to any trophies the Water Polo section win and if these need to be placed in the clubs trophy cabinet.
6. Help promote Swindon Dolphin Water Polo team and activities outside of the club.
7. To follow and promote the ASA Child Protection Policy.
8. Organise all fixtures Swindon Dolphin play – friendlies & Bristol & West League.
9. Ensure all players are registered with the Bristol & West League and National League.
10. Booking of Wroughton pool for Thursday Night training session.

Requirements:

The ideal applicant will have good organisational skills with a good knowledge of Water Polo.

Reporting to:

The Swindon Dolphin Executive Committee.

Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.